

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376

REV(11/01)

Description of Position	TITLE OF POSITION: <u>Semi-Skilled Laborer</u>	CLASSIFICATION CODE: <u>02234200</u>
	SALARY RANGE: <u>Gr. 310G \$12.49 - \$12.93</u>	REFERENCE POSITION NO.: <u>5550-10000-1826</u>
	Department or Agency Name: <u>State Colleges</u>	APPLICATION PERIOD: <u>06/22/2004 - 06/29/2004</u>
	<i>Division/Section/Unit</i> <u>RI College</u>	GRACE PERIOD ENDS <u>7/2/2004 at 4:00 p.m.</u>
	Assignment(s) / Comments _____	
	Shift and Days: <u>Monday - Friday 7:00 AM - 3:30 PM</u>	Job Location: <u>Facilities & Operations, Physical Plant</u>
	Restrictions/Limitations: <u>LTPS to 7-24-2004</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____	
	Name of Bargaining Unit Union: <u>Council 94 Local 2878</u>	
	There is* <u> </u> is not <u> X </u> a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> • The title of the position for which you are applying • Title of your present position and date you entered it • Date you entered State service 	<ul style="list-style-type: none"> • Name of department where you are currently employed • Your business telephone number • Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	<ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	To perform a variety of manual tasks that required general mechanical aptitude, ability and experience approaching the requirements of skilled trades. To serve as a rough carpenter in building and repairing timber bridges and bridge floors, scaffolding for the painting and repairing of brodge and other structures, concrete forms guard rails, rough tables and benches and incidental outbuildings. To serve a rough mason in pouring and finishing concrete; laying brick and stone; and repairing and constructing bridges, cluverts, stone walls, wells, fireplaces, curbing and drains. To assist in cleaning and painting structures and equipment. To perform minor building repairs, plumbing and electrical work of a kind not requiring the skill of a journeyman worker. To serve as a manual laborer. To do related work as required.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: completion of eight school grades; and Experience: Such as may have been gained through: some employment in semi-skilled manual labor in the construction and maintenance or roads, bridges, and buildings. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience. Special Requirement: At the time of appointment, must be physically qualified to perform assigned duties as evidenced by a physician's certificate.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Rhode Island College, Office of Human Resources 600 Mt. Pleasant Avenue, Providence, RI 02908 Attn: Fran Asels	Telephone #: <u>401-456-8443</u> Fax #: <u>401-456-8717</u> TTY/TDD #: <u>401-456-8216</u> (Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER